



BECOME AN IMPORTANT PLAYER
ON A HEALTH CARE TEAM

Medical Scribe

[BUSINESS]



Careers in the health care field are in high-demand. Medical scribes often take notes during a patient interview, write the encounter on a medical chart or assist with the flow of patients at a medical facility. Workers compile, process and maintain patient records in a manner that is consistent with ethical, legal and regulatory requirements.

LEARNING AT WASHBURN TECH

This training provides extensive instruction in medical terminology and computer software including Microsoft Office and medical scheduling and billing software. Medical terminology, transcription and research skills are emphasized as well as hands-on practice in operating software and keying documents. The program also includes an introduction to billing and coding. Attending full-day, you can complete the program in one semester, while half-day students can complete in two semesters. Upon successful completion, you will earn a 21-credit-hour technical certificate.

JOB AND SALARY OUTLOOK

The Kansas Department of Labor (KDOL) projects employment of health information technicians to grow by more than 10% through 2026. In 2018, according to KDOL, the salary for an entry-level medical records technician was \$13 an hour or \$27,040 annually. The average wage was \$17.82 an hour or \$37,060 annually.

ENTRY REQUIREMENTS

Students are required take the Accuplacer and score a minimum of 5 in reading and 4 in math. Other assessments or college coursework can be accepted in place of Accuplacer. Please see a recruiter for details. Students must complete an application and submit an official copy of all transcripts. It is recommended that you can type at least 25 words per minute.

CERTIFICATIONS

- + Microsoft Office Specialist Word/Excel/Access
- + Certified Nurse Aide (CNA)



Build your best self.

TALK TO A RECRUITER TODAY!
785.670.2200

TOLL-FREE
877.588.7140

CAREERS IN BUSINESS »

- + hospitals
- + physician's office
- + clinics
- + urgent care
- + educator
- + nursing home

COURSE DESCRIPTIONS

WORD PROCESSING

Use Microsoft Word software to create and edit basic to advanced documents

MEDICAL RECORDS MANAGEMENT

Acquaints the student with processing, maintaining and filing medical records; hands-on practice in creating, editing and generating medical reports; emphasis placed on confidentiality and appropriate documentation, accuracy and comprehension of information within the documents

MEDICAL TERMINOLOGY

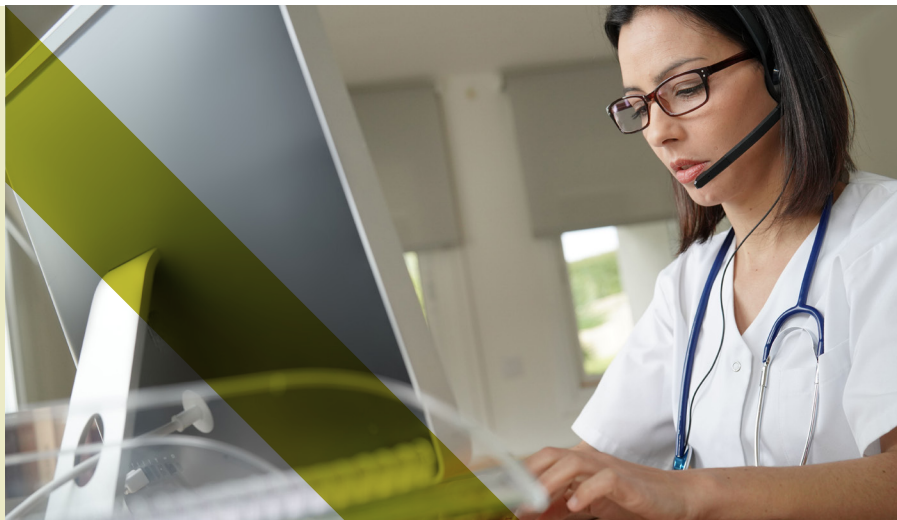
Gives the student a background in basic medical terminology

MEDICAL OFFICE PROCEDURES

Provides hands-on practice of front-office skills in a medical setting, both on paper and electronically, using medical office software

NURSE AIDE

Introduces the student to basic concepts of aging as well as basic nursing skills related to the care of the elderly; student participates in hands-on experience in a clinical setting and is eligible to become a Certified Nurse Aide after passing the Kansas Department of Aging and Disability Services Nurse Aide Exam



APPLICATION CHECKLIST



**MEET WITH
RECRUITER**



**TAKE
ACCUPLACER***



**SUBMIT
TRANSCRIPT(S)**



**PAY
ENROLLMENT FEE
(ADULT ONLY)**

2020-2021 PROGRAM COSTS (Estimated)

	HIGH SCHOOL	ADULT
Enrollment fee	\$0	\$50
Tuition	*FREE	\$3,108
All other fees	\$	\$576
TOTAL	\$	\$3,734

*Tiered courses are paid by Excel in CTE. Non-tiered courses are paid by the student.

ADDITIONAL CHARGES** (Estimated)

	HIGH SCHOOL	ADULT
Tools/Books	\$546	\$546

COST NOTE

**A list of required tools/books is on a separate sheet of paper and on our website, WashburnTech.edu. Students also will need to purchase supplies such as (but not limited to) pens/pencils, notebooks/paper, three-ring binder, etc. Students may purchase them at the vendor of their choice.

MORE INFO »

For more programs, enrollment and course schedule information, please contact Admissions. Financial Aid is available to those who qualify.

CALL 785.670.2200

TOLL-FREE 877.588.7140